

Fingerprint Check Requirements

- * By December 31, 2015 all licensed child care centers participating in Young Star are required to have fingerprint checks for caregiver employees on file.
- * New federal requirements will require that all employees working in a child care setting have fingerprints background checks. Stay tuned for more information.

This requirement applies to background checks done by the Department on licensees and adult household members who are participating in YoungStar(YS). Licensees are expected to conduct fingerprint checks on caregiver employees. Programs that are not participating in Young Star are not required to have fingerprint checks completed. Any program not required to conduct fingerprint checks may do so by following the same procedures. In order to continue receive subsidy payments, programs will need to complete fingerprint checks on employees by 12/31/15.

The requirement for an annual name-based Dept. of Justice (DOJ) check remains in place. You may use the fingerprint check to replace the name based check for 2015. In 2016 you would return to the annual name-based check. As always, licensing staff will review files to look for caregiver background checks. For non-YS programs, we will continue to look for name-based check results. For YS participating programs we will note the FBI results as well as the DOJ and response to caregiver background check letter when monitoring. **To reiterate, the requirement for a fingerprint check is a subsidy participation requirement, not a licensing requirement.**

Time your scheduling of the fingerprint check so that it is done as close to (but prior to) the date the last name based check was done. If a fingerprint check is scheduled for after the last name-based check it will be longer than 1 year since a check was done and you will be in violation. If its done after the name-based check has been done, you will end up paying for both checks in the same year.

The Federal Child Care and Development Block Grant provides funding to the state for child care activities such as subsidy, TEACH scholarships, licensing program, etc. This block grant was recently reauthorized and contains many new provisions. One of the new provisions would require that **all** persons working in a child care center have a fingerprint background check. We still have many questions about what the federal requirements will be, so stay tuned for more information.

We use the DCF child care list serve to send out information so if you are not signed up already, please go to our website at <http://dcf.wisconsin.gov/childcare/licensed/index.htm> and click on the link to the list serve on the right side of the page.

DOJ Accounts

- * Before you are able to conduct fingerprint-based background checks you must have an account with DOJ.
- * New accounts will automatically be able to process fingerprint checks.
- * Existing accounts (before this new requirement) will need to contact DOJ to have fingerprint authorization added to account. Call 608-266-7780 to get your account activated for fingerprint checks.

The DOJ coordinates all fingerprint background checks whether done through FieldPrint or on fingerprint cards submitted directly to the DOJ. In order to request a fingerprint check, you must have a DOJ customer account. If you previously used a DOJ account to be billed for the background check, you may continue to use this account for the fingerprint checks. However, you need to call the DOJ and request your account be tagged to indicate you will request fingerprint checks in the future. Call **608-266-7780** to make sure your account is set up for fingerprint checks.

In the past, you may have paid for name-based checks using a credit card or personal check. This option is not available for fingerprint checks. The \$34.50 charge for a fingerprint check is billed to the center attached to the account number and you access the results by signing into your account at DOJ.

Collecting Fingerprints

- * Digital capture – Prints are scanned by a machine and submitted electronically. Wisconsin has a contract with FieldPrint to capture fingerprints.
- * Manual capture – Prints are rolled by a person who could be from local law enforcement or other agency. May request fingerprint cards from DOJ or Fieldprint.

There are 2 ways that fingerprints may be captured. Fingerprints can be captured digitally by placing each finger on a scanning machine or manually by having someone use ink to highlight your fingertips and roll each fingertip onto a card.

Digital captures are preferred for a variety of reasons including

- More accurate capture of print
- Don't have to worry about smearing the prints as with ink
- Can resubmit the print if necessary without having to go back and have them captured again
- Some people have fingerprints that it is difficult to capture with ink, however because the digital scan is more sensitive, you have a better chance of the print being able to be read with a digital scan.

WI has a contract with a company called Fieldprint (FP) to capture fingerprints and submit them to DOJ for processing. There is information on the DCF website on how to schedule an appointment to have fingerprints captured using FP. <http://dcf.wisconsin.gov/childcare/licensed/cbc/HowTo-Employees.pdf> FP capture locations are around the state. If you schedule an appointment and find that there isn't a FP office within a reasonable distance, you can request fingerprint cards from FP. You then take these cards to the local law enforcement agency to have them roll your prints. You will return the prints to Fieldprint who will submit them to DOJ.

You may decide to work with your local law enforcement agency to manually capture fingerprints. If you choose to do so, recognize that even if the law enforcement agency has the capacity to capture fingerprints digitally, you will not be able to get the results of the fingerprint check. If you want to go to your local law enforcement agency, you request the fingerprint cards through DOJ, have your fingerprints rolled at the law enforcement agency and YOU must return the cards to the DOJ to request the fingerprint check. This is the only way that you will get the results of the check using manual fingerprints (unless you work with Fieldprint to obtain the cards). Law enforcement agencies are not required to offer a fingerprinting service to the public.

The cost of capturing fingerprints can vary. Fieldprint charges \$7.75 to capture the prints. The Department will pay for the cost of the fingerprint capture **if its done through Fieldprint**. If you use local law enforcement to capture prints manually, you will pay any costs associated with the capture. We have heard that some law enforcement agencies charge up to \$25 for each set of fingerprints rolled. Field print may be the best option for obtaining fingerprint-based background checks.

Requesting a Fingerprint check

- * FieldPrint will submit requests for fingerprint background check directly to DOJ – for digitally scanned prints or manual prints done on cards supplied by Fieldprint.
- * If fingerprint cards are requested through DOJ, cards must be returned to DOJ with request for fingerprint check.

Directions on how to schedule an appointment for fingerprint capture with Fieldprint are on our website at <http://dcf.wisconsin.gov/childcare/licensed/cbc/HowTo-Employees.pdf>.


Things to keep in mind as you schedule the appointments

1. You will need the REASON CODE **FPWChildCareEmployee** as on the instructions for scheduling a Fieldprint LiveScan Appointment.
2. You will need the center's DOJ account number
3. You will need the correct contact information for the business (as entered when you set up the account)
4. If an appointment needs to be canceled, be sure to do so at least 24 prior to the scheduled time or you will be charged for the appointment.
5. If someone misses an appointment without canceling prior to the appointment, the cost of the appointment (\$7.75) will be added to the amount due when any future payments are made to DCF (license continuation).
6. DCF covers the cost of the appointment (\$7.75). You will not see a charge for this amount on your bill as long as the appointment was either kept or canceled at least 24 hours in advance.

Obtaining the results

- * Results can be retrieved by going to your DOJ account and accessing the results.
- * 3 different results will be shown. All 3 results will comprise the fingerprint-based background check.
- * Results of the fingerprint check will replace the name-based check for the year in which the check was done.

Fingerprint check results are usually available within 24 hours after the fingerprints were submitted. All fingerprint check results (whether the request was submitted through Fieldprint or directly to the DOJ) are available on the DOJ website. To access your results, you log into your DOJ account and click on RESULTS. You will see a list of all background check results by order number, or date of order. Once the results are in, the ORDER STATUS will indicate Ready. Click on the Order Number and the results will be displayed.



Wisconsin
Criminal History Background Check

[Record Check Home](#)
[CIS Home](#)
[DOJ Home](#)
[Help](#)

Account Logon

Logon

Please enter your account number (case sensitive):

Please enter your PIN:

Select a request type:

For Daycare requests, please enter your DHFS ID:

Logon

Instructions

Reset

Online DHFS results are processed between 4:00 am and 8:00 pm Monday-Friday, and between 4:00 am and midnight on weekends. Check your daycare/caregiver results the next day if you perform a record check outside of these hours.

Previous Orders

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Requests that were entered within the past thirty days are shown below. If you click on an order number, there is no additional charge for viewing previous orders.

An order with a TCN is from a fingerprint submission.

Order Number	Order Status	Date of Order	Name	TCN	Reason Fingerprint
4374777	Ready	02/04/2015			
4374762	Ready	02/04/2015			
4374761	Ready	02/04/2015			
4374776	Ready	02/04/2015			
4374669	Ready	02/04/2015		150129441 SS 48.68	
4374666	Ready	02/04/2015		150129435 SS 48.68	
4373960	Ready	02/04/2015		150201648 SS 48.68	
4373015	Ready	02/04/2015		150130585 SS 48.68	

To access your DOJ account you will enter your account number and your pin. You will also be asked for your DHFS ID. This is your license number which is found on top right hand corner of your license certificate where it is labeled “facility ID”.

Once you get into your account, you will see a place to request a new check or see previous order. Click on the previous order tab and you will see your previous orders. If the order status is “ready” that means the results are in. You click on the order number and the results for that check will show up.

<https://wi-recordcheck.org/html/requestresult.jsp?req=09633773>

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU

Request Date : 01/27/2015
Report Date : 02/09/2015
Order Number :
Request Reason : Government

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau.


Name
Date of Birth
Sex
Race

THIS RESPONSE MAY NOT SHOW ALL ARRESTS FOR THIS INDIVIDUAL HOWEVER ALL INFORMATION PROVIDED TO THE STATE REPOSITORY IS INCLUDED IN THIS RESPONSE.
A SEARCH OF THE FINGERPRINTS ON THE INDIVIDUAL HAS FAILED TO DISCLOSE PRIOR ARREST DATA.

<https://wi-recordcheck.org/html/dhsresult.jsp?req=09633773>

Scott Walker
Governor

Kitty Rhoades
Secretary DHS



State of Wisconsin
Department of Health Services

DIVISION OF ENTERPRISE SERVICES
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P.O. BOX 7850
MADISON WI 53707-7850
dhs.wisconsin.gov

Date: February 9, 2015
From: The Department of Health Services,
The Department of Children and Families and
The Department of Safety and Professional Services
Re: Response to Caregiver Background Check

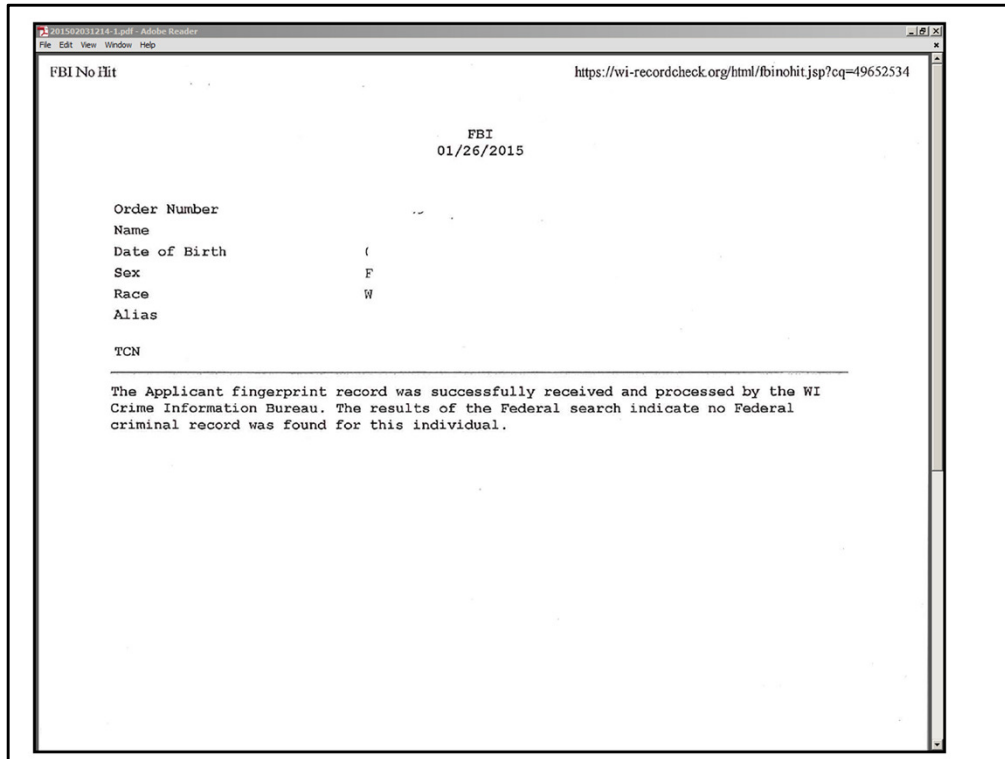
On January 27, 2015, we received notice from the Department of Justice (DOJ) that you requested a Caregiver Background Check for the above named individual. You are receiving this letter per the requirements of sections 48.685 and 50.065 of the Wisconsin Statutes.

The Department of Health Services (DHS) and the Department of Children and Families (DCF) provides the following information in this letter:

You will see 3 results available for printing.

1. Department of Justice Crime Information Bureau report is the report from the Criminal History Database maintained by the DOJ.
2. Department of Health Services Response to Caregiver Background Check is the results of checks of various other databases maintained in WI.

These 2 reports were required to show that a name-based check was done. No change for these reports from previous background checks.



With a fingerprint check you will now get a third result that simply says FBI at the top. This is the results of the check of the FBI's database. This database will contain information from all states on any criminal convictions for that individual.

You will need to print all 3 results and place them in the file as proof that the fingerprint check was conducted. The fingerprint check will replace the name-based check for the year after the check was done.

Cost for fingerprint check

- * Each fingerprint check done will cost \$34.50. This includes the DOJ name-based check, the Report from the Department of Health Services and the FBI check. Cost for each check done will be billed to the DOJ account for the licensee.
- * Fingerprint capture fees vary depending on who does the capture. DCF will cover the costs associated with a Fieldprint capture. Licensee will cover any costs associated with manual capture.

Interpreting the Results

- * Use the crimes table found on DCF internet website to look for any convictions that would bar a person from working in a child care center.
- * Consider whether other convictions that do not result in a bar are substantially related to the job the person will do.
- * Convictions that happen somewhere other than WI must be investigated same as WI convictions.

- The Crimes Table can be found at this link: http://dcf.wisconsin.gov/childcare/licensed/cbc/crimes_table.pdf
- The Department has developed a form called the Caregiver Background Checks – Substantially Related Investigation Report to help determine whether a conviction substantially relates to the job the person will perform for the center. While not required, a center may use this form to document the investigation that was conducted when a conviction appears on a person's record. The form can be found at this link: <http://dcf.wisconsin.gov/forms/pdf/2261.pdf>
- The Department of Justice has information on reading a DOJ report on their website at this link: <http://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information#howtoread>
- DCF has a website that includes the responses for frequently asked questions regarding background checks and links to other information. The DCF Caregiver Background Check website may be found at this link: <http://dcf.wisconsin.gov/childcare/licensed/CBC.HTM>

Background Information Disclosure (BID) forms

- * Required to be collected annually and before a person starts working with children.
- * Review to determine whether there is anything that might warrant further investigation
- * Place in employees file with background check results

As a reminder, all licensees and household members aged 12 and above are required to submit a completed Background Information Disclosure form to the Department annually. This is separate from the fingerprint checks. Centers are notified each year when it is time to submit the completed BID form.

Where to go for help

- * DCF caregiver background check – CBU
phone 608-266-8001 or website:
<http://dcf.wisconsin.gov/childcare/licensed/CBC.HTM>
- * DOJ record check phone 608-266-7780 or website
<http://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information>
- * Fieldprint phone 877-614-4364, email
customerservice@fieldprint.com or website:
<http://www.fieldprintwisconsin.com/>